



DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING AGENCY
HEADQUARTERS, NORTHERN REGION
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FORT MONROE, VA 23651-1001

SFCA-NR

02 September 2004

MEMORANDUM FOR U.S. Army Contracting Agency (ACA) Northern Region (NR)

SUBJECT: Administrative Policy Letter A04-11, Antiterrorism/Force Protection Awareness

1. References:

a. DoDD 2000.12, DoD Antiterrorism/Force Protection (AT/FP) Program, dated 18 Aug 03

b. DoDD 2000.16, DoD Antiterrorism Program Standards, dated 14 Jun 01

c. DoD Handbook 2000.12-H, Protection of DoD Personnel and Activities Against Acts of Terrorism and Political Turbulence, dated 19 Feb 93

2. Purpose: To increase personnel awareness of terrorism and to improve our ability to apply personal protective measures (all personnel will be provided the Anti-Terrorism Tip Sheet (Encl 1)).

3. Applicability: This memorandum applies to all ACA NR personnel.

4. Policy: Security of buildings and property (government and personal) is both an individual and supervisory responsibility. Division/Branch Chiefs will ensure that security procedures are implemented and followed to prevent loss, theft, or damage of property

Responsibility: The AT/FP Officer will:

a. Ensure all personnel receive annual Level 1 Antiterrorism Training. This can be accomplished by each individual completing the training at internet site: <http://at-awareness.org> and log in with the password – aware. After all personnel have completed training, the ACA NRHQ AT/FP Officer will provide installation Antiterrorism Officer/DPTMSEC Security Division a report in the following format.

- Military Personnel Assigned/Trained
DoD Civilian Personnel Assigned/Trained
DoD Contractor Personnel Assigned/Trained

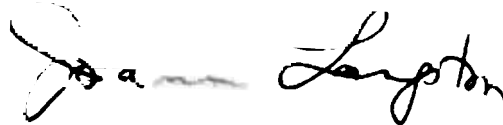
b. Ensure all personnel are provided a copy of the ACA NR Site Specific Instructions or implementing FPCON Measures.

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6. All personnel will be familiar with the ACA NRHQ Site Specific Instructions for Implementing FPCON Measures (Encl 2).

A handwritten signature in black ink, appearing to read "Joann Langston". The signature is fluid and cursive, with the first name "Joann" and last name "Langston" clearly distinguishable.

JOANN LANGSTON, SES
Director
Army Contracting Agency
Northern Region

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